

Idaho State Employees Charitable Giving Campaign

United *We Care*

2006 - 2007 Coordinator's Guide

- Your Role
- Timeline
- Steps to a Successful Campaign
- Creating Your Agency Campaign
- Campaign Resources
- Campaign Themes
- Sample E-Mails

Thank You for Helping!

There are many ways to give.

The time and energy you put into this campaign are a wonderful way to give. Thank you for helping make it happen.

So, what's new with this year's campaign?

- The campaign theme for 2006-07 is "United We Care". The web address is <http://www.unitedwecare.idaho.gov/>
- Back by popular demand – the one-page pledge form located on the web site. To pledge, employees complete the form and return it to their agency coordinator.
- This guidebook has been updated. Members of the State Employees Campaign (SEC) Leadership Team are again available to assist you with ideas and to answer your questions. See the contact information for the Team in this book.
- Your role is critical. Helping employees access the pledge form, gathering completed forms, and coordinating information with your payroll staff will help make your campaign a success.
- Once again Silver Star certificates will be awarded to employees who donate at ½% of their earnings and Governor's Award certificates will be awarded to employees who donate at 1% of their earnings. For more details, see the flyer on page 22 of this booklet.

"I don't know what your destiny will be, but one thing I do know: The only ones among you who will be really happy are those who have sought and found how to serve."

-- Albert Schweitzer

Top 8 Reasons to **GIVE**

- **A strong community is a good place to live**
- **Once upon a time someone helped you**
- **You want to give back to society**
- **Others around you are giving**
- **You want to change lives**
- **You were asked to give**
- **You believe in a cause**
- **It feels good**



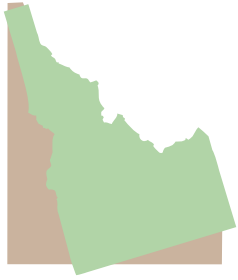
Your Role as an Agency Campaign Coordinator

Again, THANK YOU for volunteering to help with the State Employees Campaign. We could not do it without you. Your role involves the following:

- Attending Coordinator Orientation and the Campaign Kick-off Event in September.
- Getting to know the campaign materials and web site; familiarizing yourself with the pledge process.
- Coordinating and carrying out your agency's campaign, whether small or large. (This guide is designed to help you!)
- Creating a personal connection between the State Employees Campaign and your employees through an agency campaign or promotion.
- Communicating the benefits of giving through the combined state campaign.
- Asking employees to consider supporting the State Employees Campaign; never pressuring or demanding.
- Being sensitive to employee donor recognition and confidentiality issues.
- Preparing for objections – being ready with answers to possible questions or concerns.
- Winding up your agency's campaign in coordination with your payroll person.
- Thanking employees for their consideration and time – whether they participate or not.

Some Important Terms to Know

- State Employees Campaign (SEC) - Idaho State Employees' Charitable Giving Campaign designed and managed by and for state employees. It is a one time, annual event for state employees.
- The Campaign Coordinator - Each agency chooses a Campaign Coordinator for that year's campaign. The Campaign Coordinators work closely with the statewide SEC leadership team to coordinate their agency's campaign and timelines.
- The SEC Leadership Team - This committee, authorized by the Governor, is responsible to manage the annual statewide campaign.



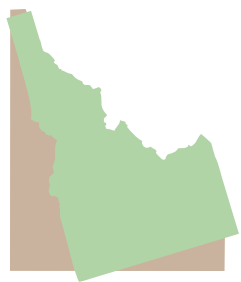
Steps You Can Take to a Successful Campaign

- 1. Become familiar with your role.** Check out the resources on the state's campaign website at www.unitedwecare.idaho.gov, review this guide, visit with your agency's previous coordinator(s), and talk with one of the SEC Leadership Team members.
- 2. Involve top management.** Get support and gain management's endorsement before you start the campaign. Discuss ways to give visibility to the campaign. Keep top management informed throughout the campaign.
- 3. Develop a plan.** Establish a concentrated campaign period of 2-4 weeks. Organize a team, recruit one or two people to work with you on the campaign, meet regularly, and develop a strategy with timelines. Determine if your outlying agency offices, regions, or districts will be campaigning at the same time, who will be your outlying contact points, who they will report their pledges to, and how you can assist them with their campaigns.
- 4. Help employees use the pledge process.** Help them access the one-page pledge form, answer their questions, and collect signed pledges.
- 5. Involve your payroll staff.** Meet with your payroll staff prior to the campaign and ask if they have any questions about the form, their role in entering the pledges into IPOPS, the campaign start and end dates, determining ½% and 1% donors, and who will complete and mail the Campaign Final Report. If you have outlying agency offices, regions, or districts, decide how and when those donations will be processed through IPOPS.
- 6. Communicate the plan.** Let employees know about the campaign – through meetings, emails, posters, web site messages. Keep communication going. Sample emails are in this guide on pages 16 - 18.
- 7. Conduct the campaign.** Hold a kick off event for your agency's campaign. Make campaign dates and deadlines clear and help employees with their pledge questions. Collect completed and signed pledge forms.
- 8. Conduct a campaign wrap up.** After the campaign closing date, meet with your payroll staff; deliver completed and signed pledge forms. Review the Campaign Final Report form and determine where it should be delivered. Ask payroll to send a list of ½ percent and 1 percent donors to you or to United Way of Treasure Valley, Mary Seeley. Report results to your agency administrator/director. Send follow up thank you emails to your employees.
- 9. Distribute ½ percent and 1 percent Certificates.** The SEC Leadership Team will mail signed certificates to you in January/February. Work with your agency administration to determine how and when you want to award the certificates to employees. Be sensitive – some employees do not want the

Campaign Timeline

October 2, 2006	Campaign Kickoff	Kickoff Email Kickoff Event	Example on Page 17 Event Ideas on Pages 8-10 Promotional Poster on Page 22
October 9, 2006 (week of)	Second Week	Email Update Event*	Example on Page 17
October 16, 2006 (week of)	Third Week	Email Update Event*	Example on Page 18 Numbers and information will be sent for you to include
October 23, 2006	Final Week	Email – Final Push Event*	Example on Page 18 Event Ideas on Page 8-10
October 23-November 15, 2006	Reporting	Sort Forms and prepare final report envelopes	<ul style="list-style-type: none"> • Forward all cash pledges to your local United Way • Forward copies of all payroll deduction pledges to your payroll department; • Forward the names of donors pledging 1% or 1/2% of their payroll (Governor's and Silver Star Award recipients) to Mary Seeley MSeeley@UnitedWayTV.org (208) 336-1070 x105 • If you have anyone still interested in pledging, contact Mary Seeley at (208) 336-1070 x105
December 27, 2006	Final IPOPS Entry Date		Agency payroll department must enter all data in IPOPS with an effective date of 12/17/2006.
February 2007	Results	Follow-up "Thank You" email with campaign results	Example on Page 18.
February 2007	Recognition	Certificate Distribution	Leadership Team Members will work with you on how your agency wishes to distribute certificates.

*Note: Events can be held during any of the campaign weeks. If you wish to do multiple events, go for it!



Creating Your Agency Campaign

Your goal is to get campaign information to employees, encouraging them to make a contribution, if possible. Your campaign should reflect the personality and culture of your agency and its employees. Campaigns can be fun, educational, and informative – and they will differ from agency to agency, and from year to year. Whatever theme or process you choose, employees should feel encouraged not required to participate. Listed below are various approaches:



Help! I have very limited time!

Suggestion: Hold a 30-minute meeting or add this to an existing staff meeting

The One-Meeting Campaign:

(Sample 30-Minute Employee Meeting)

- Agency Coordinator welcomes the group.
- Agency Director/Administrator affirms the agency's support of the campaign.
- Show a local United Way video.
- Featured Speaker: speakers from charitable organizations in your area are available to describe how United Way has helped their agency and the impact that one gift makes. The featured speaker could involve a fellow employee sharing a personal experience with a non-profit organization (ask them to limit their remarks to your time constraints).
- Discuss the agency campaign schedule and planned activities.
- Agency Coordinator wraps up the meeting by answering questions and thanking everyone.
- To add fun, place a dot on the bottom of one or two chairs and award a simple, low-cost prize to the employee(s) who choose those seats and stay through the meeting.
- Serve popcorn at the meeting!
- Follow up with email reminders to employees throughout the campaign (see samples in this guide).

Bare Bones Campaign:

Talk with your administrator or director to obtain support for the campaign. Promote the campaign via one-on-one visits with your agency employees, email, phone, or as an agenda item on an existing meeting schedule. Continue follow through with emails, handouts, and newsletters. Stay in contact with your agency payroll person to communicate campaign issues, and answer any questions.

2 I want to do more than just have a meeting, but I don't know where to start or how involved to get!?

Suggestion: Have a variety of activities throughout your agency's campaign timeline. Get a small group to help you. As a group, decide to which charity(s) the money raised will be donated. Be sure to report back to the employees and thank the participants.

- Sell "Casual Day" passes for \$1, allowing that employee to dress down for a day
- Have an Ice Cream Social or Pizza Party in exchange for donations.
- Have a Progressive Potluck with different courses in different rooms of the office, each room featuring a different charity display.
- Ask for volunteers to place a candy bowl and donation jar on their desks
- Serve a Pancake Breakfast as part of your agency kick-off.
- Sponsor a Director's Carwash...employees pay to have the Director, or top management wash their cars.
- Hold a Silent Auction and invite people external to your agency; employees may donate items or you may ask businesses for donated items.
- Hold a Lunch Box or Gift Basket Auction: employees are asked to create a box lunch or a gift basket. At the end of a staff meeting, all baskets are raffled off; possible theme baskets include Bath & Body, Newborn Baby, Christmas, Cats or Dogs.
- Sell Balloon-o-Grams – some have prize coupons inside, others have thank you messages.
- Sponsor an Employee Car Wash: employees pay to get their car washed in the parking lot during a work day.
- Have a chili cook off; invite employees to pay \$5 to participate in the lunch and vote for the winner(s). Open the event to outside departments.
- Sponsor a "Dollar Days" lunch. Request food donations from local vendors (idea: day-old cookies from a bakery) and sell the food items for just \$1.00. Open the lunch to everyone in your building. See sample poster on page 21.

3 We want to go "all out" to support this campaign – what are some ideas?

Suggestion: Design your agency campaign around a theme. Using a theme or special event can generate more interest in the campaign. Make sure your agency head is supportive of specific events and activities.

Fun events:

Sponsor a Fun Run

Have an Office Olympics

Have an inter or intra-departmental Golf Tournament

Sponsor a Bake Sale and/or a Plant Sale

Sponsor a Tricycle Race

Have an Ugly Hat or Ugly Tie Contest

Encourage employees dress up and Trick or Treat for donations

If the agency's campaign makes the goal, management could promise one of the following will happen:

Pie in the Eye Event

Executive Shoe Shine

Executive Kiss the Pig

- Fun Campaign Themes (see the last section of this guide)

Football Season

Bees

Fish

Fall Season

Counting on You

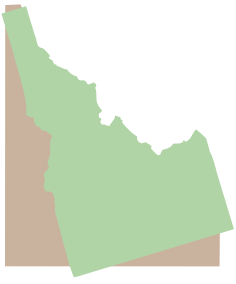
"Hunting" for Donations

4 Help! Our agency supports the campaign, but we can't hold meetings or special events. What can I do?

Suggestion: If you have a small agency, talk one-on-one with each employee. Discuss the campaign, answer questions, help with online pledging. If your agency is large, use technology to assist in getting the job done. Send out emails on a regular basis and do a walk around once a week to be available to employees with questions. Have a visible barometer or graph that employees can see as you track donations. The barometer may be on a wall in a conference room and may be an attachment to your ongoing emails.

"Money is like manure; it's not worth a thing unless it's spread around encouraging young things to grow."

-- Thornton Wilder



About Your Campaign

The following information may help you answer questions from donors.

The Idaho State Employees Charitable Giving Campaign is the result of Executive Order 2004-04, issued by Governor Kempthorne. This Executive Order provides:

1. Opportunities for employees to contribute to their community through nonprofit organizations of their choice;
2. Appointment of a campaign leadership team of state employees who establish policy and govern the campaign;
3. Campaigns will minimize workplace disruptions and administrative costs to taxpayers.

Campaign Administration

The United We Care - State Employee Charitable Giving Campaign has contracts with United Way organizations throughout the state to distribute gifts at the low cost of 7%. This single distribution system keeps the costs of conducting a workplace campaign to a minimum, something we all strive for. Your gift to United Way, any of the organizations listed under United Way, gifts to any organization listed in the unaffiliated section, and any organizations you write in will be distributed by United Way and will be subject to this 7% fee.

Local United Way agencies across the state may add a pledge loss percentage appropriate to their local area. Pledge loss or shrinkage refers to the difference between the amount an individual pledges to give and what they actually pay. When a person moves or changes jobs, they may be unable to complete their pledge commitment.

Gifts to the organizations listed under Idaho Choices in Community Giving and Global Impact may be subject to additional fees up to 8%. These organizations have agreements with Choices in Community Giving and Global Impact to distribute gifts and provide marketing services. We ask United Way to honor those agreements and send your gifts to these umbrella organizations.

The campaign Leadership Team continues to work to improve the pledging process and the administrative efficiency of the campaign.



Campaign Resources Available to You

Idaho's State Employee Campaign Leadership Team 2006-2007

Pat Takasugi, Campaign Chair
Director
Department of Agriculture
322-8503
takasug@idahoag.us

Bob Meinen, Campaign Co-Chair
Director
Idaho Dept. of Parks and Recreation
334-4199
bmeinen@idpr.state.id.us

Tom Andreason
Idaho Commerce and Labor
332-3570, ext. 3225
tandreas@cl.idaho.gov

Mary Boyer
Idaho Department of Fish & Game
287-2766
mboyer@idfg.idaho.gov

Becky Harris
Idaho State Police
884-7017
Becky.harris@isp.idaho.gov

Kathy Killen
Department of Agriculture
332-8503
kkillen@idahoag.us

Marsha McKinney
Idaho Department of Health & Welfare
332-7206
mckinneM@idhw.state.id.us

Leslie Mickelsen
State Controller's Office
334-2394
lmickels@sco.state.id.us

Dave Ricks
Idaho Dept. of Parks and Recreation
334-4180, ext. 282
dricks@idpr.state.id.us

Mary Seeley
United Way of Treasure Valley
336-1070 ext. 105
mseeley@unitedwaytv.org

Jeff Shinn
Office of the Board of Education
332-1569
jeff.shinn@osbe.idaho.gov

Lyn Smith-Gloria
Division of Human Resources
429-5510
lsmith@dhr.idaho.gov

Cindy Stark
Department of Agriculture
332-8670
cstark@idahoag.us

Pat Surline
Tax Commission
334-7545
psurline@tax.idaho.gov

Sherie Sweaney
Idaho Transportation Department
334-8465
Sherie.sweaney@itd.idaho.gov

Vicki Tokita
Division of Human Resources
429-5529
vtokita@dhr.idaho.gov

Jody Zauha
Division of Human Resources
429-5509
jzauha@dhr.idaho.gov

The following list of local United Way offices may be a resource to you. They may provide a locally produced video and list of potential local SEC Charitable organization speakers.

Local United Way Offices

South Western Idaho
United Way of Treasure Valley
Sally Zive, 208-336-1070
szive@unitedwaytv.org

Idaho Falls Area
United Way of Idaho Falls & Bonneville Co.
Karen Cornwell, 208-522-2674
kcornwell@unitedwayif.org

South Eastern Idaho
United Way of Southeastern Idaho
Margaret Ganyo, 208-232-1389
mganyo@qwest.net

South Central Idaho
United Way of South Central Idaho
Jeannie Hodgekiss
wecare@uwscid.org

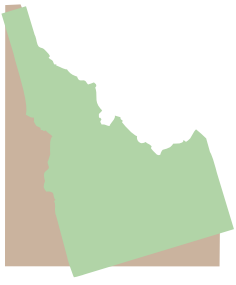
Idaho Panhandle
United Way of Kootenai County, Inc.
Caryl Johnston
caryl@kootenaiunitedway.org

Moscow Area
United Way of Moscow/Latah County
208-882-3474
unitedway@moscow.com

Lewiston Area
Twin County United Way
Angie Ringen
aringen@tcuw.org

Feedback and Ideas

We would appreciate hearing your ideas; please send your feedback to:
feedback@dhr.idaho.gov

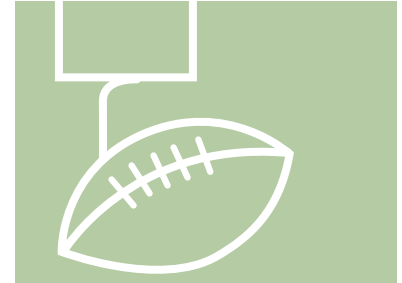


Campaign Themes: Add Color & Creativity to Your Campaign

Football

Ideas for Activities

- Throw a tailgate party in the parking lot.
- Hold a Chili cook off.
- Have an in-house lunch with hot dogs, apple cider; employees are asked to sing their favorite team's song (or do a cheer).
- Sponsor a Cheer Leading contest for their favorite football team or cheers about individual work teams or departments.



Ideas for Fundraisers

- UI, ISU, and BSU supporters can form office teams to compete in a lunch hour walkathon; get pledges of \$1 per mile.
- Set up a truck and sell tailgate food items outside your office during the noon hour.

Ideas for Illustration

- A truck with the tailgate down; food items on the tailgate and on a stadium blanket on the ground.
- A football stadium full of names of agencies that benefit from the SEC.
- Goal posts with the football passing through them.
- A huddle of players with State Employees on their jerseys and yelling 'Let's go!'

Bees

Ideas for Activities

- Sponsor a "Bee-cause you can make a difference" activity such as a lawn raking team to help elderly/disabled people with fall leaf pick up.
- Sponsor a "Bee-cause it does matter" activity such as collecting donations to the SEC for a week or two weeks or adopting a family for the campaign.
- Sponsor a "Bees Breakfast" full of things like Honeycomb cereal, bagels and honey. Ask for donations.



Ideas for Fundraisers

- Hold a "Busy Bee" auction of services; coworkers donate car washes, yard raking, dinner cooking.
- Have a "citrus sale" and sell juices or products that involve bees.
- Have a Honey of a Bake Sale; make all the goodies with honey.
- Sell beeswax candles.

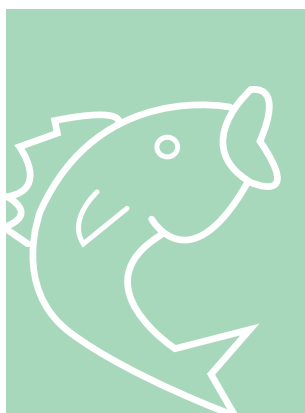
Ideas for Illustrations

- Picture of bees and hives.
- The layers of the hive could have groups the SEC helps (families, community, children, elderly); add a little bee to the hive for each \$10 of SEC contributions.
- Cut out bees with the names of charitable agencies written on them and tape them to walls or cubicles throughout the office.

Fish

Ideas for Activities

- Using the theme, “We’re all in this pond together”, show the movie: “Fish” stressing the attitude of caring. Follow by adding the names of charitable organizations into the big pond. (see above)
- Print fish pictures, ask employees to cut out a fish, color, and label it with their favorite charitable group; employees can tape the fish to the pond on the wall. (see above)



Ideas for Fundraisers

- Sell tickets to fishing pond; prizes are donations or simple items.
- Create a fish themed gift basket and sell tickets for a drawing to win the basket (tickets to the “reel” theaters, steelheads tickets, fish recipes, BSU football tickets for ‘tackling’, phone cards for getting people ‘on the line’, seafood restaurant meal certificate, cans of salmon/tuna, gummy fish and gummy worms, etc.) Proceeds go to the SEC campaign.

Ideas for Illustration

- A pond full of colorful fish bearing names of charitable agencies and or names of each employee in the office; titled ‘We’re all in this pond together’.

Fall

Ideas for Activities

- Sponsor a Halloween Pumpkin Carving Contest.
- Sponsor a Halloween Costume Contest or luncheon.
- Bring in an SEC speaker to address needs of specific agencies.
- Build a haunted house; sell tickets for employees and children to go through.
-

Ideas for Fundraisers

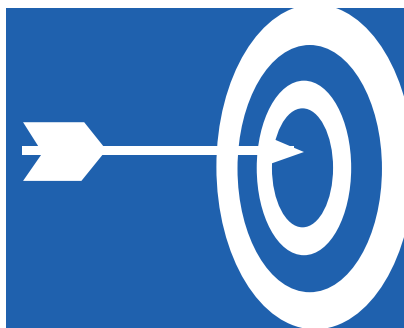
- Have a “Fall Clean Up the Garage Sale” with profits going to the SEC. Employees can bring ‘rummage’ to work and hold a sale for internal or external customers.
- Sponsor a Halloween Wilted Flower Bouquet sale. Collect wilted flowers from area florists; employees donate to have a wilted bouquet sent to another employee on Halloween.
- Sponsor an Office Trick or Treat – ask employees to donate money they would normally spend on Halloween Candy.



Ideas for Illustration

- Oktoberfest
- Colorful leaves and trees
- Halloween pictures

“Hunting” for Donations



Ideas for Activities

- Sponsor a Camouflage Day!
- Hold a scavenger hunt

Ideas for Fundraisers

- Sponsor a duck call or elk bugle contest; contestants make a donation
- Hold a wild game potluck or an elk meat chili cookoff; ask for donations

Ideas for Illustration

- Turkey poster with colored feathers, each representing a charitable organization.
- A Bullseye target with a goal amount in the center

Wild West Roundup

Ideas for Activities

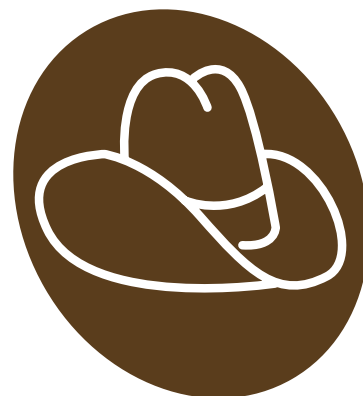
- Sponsor a Wild West Day where everyone wears western gear and brings something for a Chuck Wagon Potluck.
- Play western music.
- Play a Line Dancing instruction video.

Ideas for Fundraisers

- Contestants pay to compete in a Shoot-Off. Use a gun that shoots suction cup darts at a target.
- Contestants pay to compete in a Ropin' Contest. Use a rocking horse and lariat.
- Get the creative crafters in your agency to make items for a silent auction. Examples: Horse blankets, Western themed pillows, Western themed scrap book, etc. Get the people in your agency who have horses to donate some riding instruction/time to the auction.
- Put out cowboy boots and ask people to fill them with canned food donations.

Ideas for Illustration

- Wanted posters for your favorite charities.
- Decorate with cowboy boots, hats, bandannas, etc.



Counting on You

Ideas for Activities

Guessing numbers of things such as pennies in a jar, final agency contributions, fellow employees' siblings.

Ideas for Fundraisers

Collecting as much money as possible in a large jar.

Ideas for Illustration

A collage of numbers on a big poster.

A crowd of faces with one circled or one in color.

A bean stick person bent over a HUGE jar of beans, counting each one out into another pile to the side.

Poster of a rocket ship, countdown to last day of the fundraiser.

"We make a living by what we get, but we make a life by what we give"

-- Winston Churchill



Sample Promotional Emails

Kickoff Email

United We Care -- The Idaho State Employees' Campaign for Charitable Giving begins today and runs through October 31. This is our annual opportunity to give something back to our communities and help our neighbors.

Our agency's kickoff event will be (insert date, location, and details). Join your co-workers for some fun to benefit a host of great causes!

It is easy and fast to pledge:

1. Visit the web site www.unitedwecare.idaho.gov
2. Click on **I Want to Donate** and open the **Pledge Form**. Print the form, fill it out, and sign it.
3. Give the **Pledge Form** to your campaign coordinator (save a copy for your records).

As your campaign coordinator, I am here to help you through this process. Please call or email me with any questions. My direct number is xxx-xxxx. United Way is the state campaign's distribution agent for donations; however, you can choose to designate your gift to any of the organizations listed in the Booklet of Charities (also available on the website).

Let's make this year's campaign bigger and better than ever. The more we give the more people we help. Thanks for your support.

(Coordinator Name)

(Include a Quotable Quote here – See page20)

Email from your Agency's Director

This year's State Employees Charitable Giving Campaign is our opportunity to contribute to organizations that help those in need here at home, across the country, and around the world.

Charitable organizations receive the majority of their donations through payroll deductions. Workplace giving allows beneficiary organizations to spend more of your donation dollars on their cause and much less on direct mail, advertising, and other fund-raising efforts.

I know that many of you give directly to the organizations of your choice, but giving through payroll deduction provides an opportunity to make affordable, regular contributions that require a once-a-year effort and designation. You can also make a one-time donation designated to the organization of your choice during the campaign.

You exhibit dedication and commitment to serving the public every day, and I thank you for all your efforts. The annual giving campaign gives us all an additional chance to extend our public service beyond contributions in the workplace. Please consider donating so that we can show that **United We Care**.

(Director's Name)

Follow-up Emails

#1

You have _____ weeks (or days) to make a pledge to the United We Care campaign at (insert your agency's name). Please visit www.unitedwecare.idaho.gov and click on **I Want to Donate** and open the **Pledge Form**.

If you need my help, please email or call me at xxx-xxxx. I am here to help.

Thanks to all those who have donated and for all of you who will by October 31. Your gift could make all the difference to someone in need.

(Coordinator Name)

(Include a Quotable Quote here – See page20)

#2

As your **United We Care** campaign coordinator, I'm just checking in to see if you have visited the website www.unitedwecare.idaho.gov. If not, please take a minute to click on that link. Once you get to the site, visit **Tell Me More**, where you will find information on the organizations that benefit from your gifts. You can also read some incredible stories about how contributions have made a difference in the lives of people in our communities.

This year's campaign runs until October 31.

(Coordinator Name)

(Include a Quotable Quote here – See page20)

Final Week Email

We have just a few days until the close of the **United We Care** Idaho State Employees Charitable Giving Campaign.

If you have not had a chance to review the online pledge option, now is the time. Go to www.unitedwecare.idaho.gov and click on **I Want to Donate** and open the **Pledge Form**. Please give me your completed form.

The campaign ends October 31. If you need assistance, I am here to help. My phone number is _____, or email me any time.

Thanks to all of you who have given this year. Your donations make a huge difference in the lives of friends and neighbors not only in our local communities but also in the nation and around the world.

(Coordinator Name)

(Include a Quotable Quote here – See page20)

Employee Donor Thank You Emails

#1

Thank you for participating in the charitable giving campaign this year. Our agency had great participation, and overall giving to the campaign exceeded (\$ figure will be provided). This is an increase of (% figure will be provided) over last year's total. Your generosity demonstrates that **United We Care**!

(Coordinator Name)

#2

A heartfelt thank you goes out to every one who contributed to this year's charitable giving campaign. Your gifts will help make our communities and our world a better place. This year Idaho state employees donated (\$ figure will be provided), an increase of (% figure will be provided) over last year's giving. This effort truly shows that **United We Care!**

(Coordinator Name)

#3

Hi _____

Thank you so much for your generous participation in the State Employee Campaign!

Your gift will help support the services you care about and will benefit our community. I appreciate your generosity as well as your concern for your friends and neighbors in Idaho.

If your contribution is 1/2% or 1% of your gross wages, you qualify for a certificate of appreciation to be awarded in early 2007. If you would like to be recognized with these participants, please let me know.

Thank you again for your wonderful gift!

Thank You to Charity for Presenting

Thank you for agreeing to present information about the Meals-on-Wheels program to our employees as part of the 2006-2007 Idaho State Employee Charitable Giving Campaign! Our Brown Bag Lunch series gives employees the opportunity to learn more about the community services supported by their pledges.

Your Brown Bag event is scheduled for (Date and Time), at (Location). Your presentation time will be approximately 10 – 15 minutes. Please plan to provide your Meals-on-Wheels informational material. As we discussed, you are welcome to bring Meals-on-Wheels volunteer sign up sheets as well. A TV/VCR will be set up in the conference room. Please arrive soon enough to display any items you will bring with you. Metered street parking is available.

If you would like to provide your brochures in advance - by (Date) - we will make them available during our other Brown Bag sessions.

Again, thank you for participating in our 2006 Idaho State Employees Charitable Giving Campaign. Please contact me at (Phone) if you have questions.

Sincerely,



Quotable Quotes

"We make a living by what we get, but we make a life by what we give." -- *Winston Churchill*

"It is every man's obligation to put back into the world at least the equivalent of what he takes out of it."

-- *Albert Einstein*

"I have found that among its other benefits, giving liberates the soul of the giver." -- *Maya Angelou*

"Money is like manure; it's not worth a thing unless it's spread around encouraging young things to grow."

-- *Thornton Wilder*

"You have not lived until you have done something for someone who can never repay you."

-- *John Bunyan*

"No person has ever been honored for what he received. Honor is our reward when we give."

-- *Calvin Coolidge*

"In the quiet hours when we are alone and there is nobody to tell us what fine fellows we are, we come sometimes upon a moment in which we wonder, not how much money we are earning, nor how famous we have become, but what good we are doing."

-- *A.A. Milne*

"Whatever you spend is gone. What you keep, someone else gets. What you give is yours forever."

-- *Dr. Wil Rose*

"Success has nothing to do with what you gain in life or accomplish for yourself. It's what you do for others."

-- *Danny Thomas*

"I don't know what your destiny will be, but one thing I do know: the only ones among you who will be really happy are those who have sought and found how to serve."

-- *Albert Schweitzer*

"I expect to pass through life but once. If, therefore, there can be any kindness I can show, or any good things I can do to any fellow human being, let me do it now, and not defer it or neglect it, as I shall not pass this way again."

-- *William Penn*

"A bit of fragrance always clings to the hand that gives roses."

-- *Chinese proverb*



United *We Care*

To participate in the Idaho State
Employees Charitable Giving Campaign,
see your agency coordinator or visit
www.unitedwecare.idaho.gov



Join us for
the 1st annual

Dollar Day for United Way Fundrai\$er

Stroll the building for Food and FUNdraising

4th Floor: Pizza by the slice; silent auction of handcrafted Christmas items

5th Floor: Fresh fruit (healthy!!); used book sale

9th Floor: Donuts and homemade baked goods

10th Floor: Scones and pastries; used book sale

Jane B. Doe Building
Wednesday, October 26, 2006
11 a.m. - 2 p.m.

All proceeds benefit the Idaho State Employee Charitable Giving Campaign



United We Care

Governor's & Silver Star Awards



Receive the Governor's Award by pledging 1% of your gross salary.
Receive the Silver Star Award by pledging 1/2%.

The following pledge amounts will be deducted per pay period:

Gross Pay	1% (Governor's)	1/2% (Silver Star)
\$20,000	\$7.69	\$3.85
\$25,000	\$9.62	\$4.81
\$30,000	\$11.54	\$5.77
\$35,000	\$13.46	\$6.73
\$40,000	\$15.38	\$7.39
\$45,000	\$17.31	\$8.66

Idaho State Employees Charitable Giving Campaign